

CITY OF TROY PLANNED UNIT DEVELOPMENT APPLICATION

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER
TROY, MICHIGAN 48064
248-524-3364
FAX: 248-524-3382
E-MAIL: planning @ ci.troy.mi.us



P.U.D. FILE NUMBER _____
DATE FILED _____
P.U.D. PRELIMINARY FEE (\$1500.00) _____
CONSULTANT FEES _____ PAID ☐
P.U.D. FINAL FEE (\$1500.00) _____

NOTICE TO THE APPLICANT

REGULAR MEETINGS OF THE TROY CITY PLANNING COMMISSION ARE HELD ON THE SECOND TUESDAY OF EACH MONTH AT 7:30 P.M. AT THE CITY HALL. APPLICATIONS FOR PLANNED UNIT DEVELOPMENTS SHALL BE FILED NOT LATER THAN THIRTY (30) DAYS BEFORE THE SCHEDULED DATE OF THE MEETING.

APPLICATIONS FOR PLANNED UNIT DEVELOPMENTS SHALL AT A MINIMUM FOLLOW THE REQUIREMENTS FOR SPECIAL USE APPROVAL WHICH OCCUR IN CONJUNCTION WITH SITE PLAN APPROVALS CONTAINED IN SECTION 03.30.00 OF THE TROY ZONING ORDINANCE. APPLICATIONS FOR P.U.D. APPROVAL INVOLVING AN ENVIRONMENTAL IMPACT STATEMENT SHALL BE FILED NOT LATER THAN FORTY-FIVE (45) DAYS BEFORE THE SCHEDULED MEETING DATE.

PLEASE FILE TWO (2) ORIGINAL APPLICATION FORMS

1. NAME OF THE PROPOSED DEVELOPMENT: _____

2. LOCATION OF THE SUBJECT PROPERTY: _____

THE SUBJECT PROPERTY HAS A FRONTAGE OF _____ FEET AND A DEPTH OF _____ FEET ON

_____ STREET, LOCATED BETWEEN _____

AND _____ STREETS.

3. ZONING CLASSIFICATION OF THE SUBJECT PROPERTY: _____

4. TAX ID NUMBER(S) (SIDWELL) OF SUBJECT PROPERTY: _____

5. APPLICANT FOR P.U.D.:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

FAX _____

OWNER OF THE SUBJECT PROPERTY:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

FAX _____

6. THE APPLICANT BEARS THE FOLLOWING RELATIONSHIP TO THE OWNER OF THE SUBJECT PROPERTY:

7. THE SUBJECT PROPERTY IS ACREAGE OR IS A PART OF A RECORDED PLAT, AND, ATTACHED TO THIS APPLICATION IS A **CERTIFIED BOUNDARY SURVEY** WHICH INCLUDES A LEGAL DESCRIPTION AND A BOUNDARY SURVEY OF THE PROPERTY, INCLUDING A SCALED DRAWING, PREPARED BY A LICENSED LAND SURVEYOR. THE LEGAL DESCRIPTION AND DRAWINGS SHALL BE PROVIDED ON 8 ½" X 11" PAGES ATTACHED TO THE APPLICATION. THE LEGAL DESCRIPTION OF ACREAGE PARCELS SHALL BE TIED TO A SECTION CORNER.
8. A **LOCATION MAP** (MINIMUM SCALE OF 1" = 400') INDICATING THE SUBJECT PROPERTY AND THE ZONING CLASSIFICATIONS AND USES OF ABUTTING AND ADJACENT PROPERTIES, ON 8 ½" X 11" PAGES, IS ATTACHED TO THIS APPLICATION.
9. IT IS PROPOSED THAT THE PROPERTY WILL BE PUT TO THE FOLLOWING USES:
- _____
- _____
10. IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
- _____
- _____
11. ATTACHED HERETO IS **PROOF OF SINGLE OWNERSHIP OR CONTROL** OF THE DEVELOPMENT SITE.
12. ATTACHED HERETO IS A DETAILED RESPONSE TO EACH ITEM OF CONCERN LISTED IN THE **UNIFORMITY OF ANALYSIS** MEMO.
13. **NINE (9) FOLDED** COPIES OF A PROPOSED SITE PLAN PREPARED AND SEALED BY A MICHIGAN REGISTERED ARCHITECT, ENGINEER, OR LANDSCAPE ARCHITECT INDICATING THE INTENDED USES OF THE SUBJECT PROPERTY AND CONTAINING THE INFORMATION, STATISTICS, AND DRAWINGS INDICATED IN THE TROY ZONING ORDINANCE ARE ATTACHED TO THIS APPLICATION.
14. **EIGHT (8)** COPIES OF THE ARCHITECTURAL ELEVATIONS, LANDSCAPE PLANS, LIGHTING PLANS, AND PEDESTRIAN PLANS ARE ATTACHED TO THIS APPLICATION.
15. ATTACHED HERETO IS A **NARRATIVE** PROVIDING A DETAILED DESCRIPTION OF THE PROPOSED PLANNED UNIT DEVELOPMENT.
16. AN **ENVIRONMENTAL IMPACT STATEMENT** (12) COPIES, SHALL BE SUBMITTED WITH THIS APPLICATION IN THOSE INSTANCES WHERE SUCH IS REQUIRED IN ACCORDANCE WITH ARTICLE VII OF THE ZONING ORDINANCE.
17. ATTACHED HERETO IS A **STATEMENT** BY THE APPLICANT PROVIDING JUSTIFICATION FOR THE USE OF A PLANNED UNIT DEVELOPMENT PER ARTICLE 35.30.00 (C) OF THE ZONING ORDINANCE.
18. **SIGNATURE OF THE PROPERTY OWNER:** _____
BY THIS SIGNATURE, THE PROPERTY OWNER AUTHORIZES PLACEMENT OF A SIGN ON THE PROPERTY TO INFORM THE PUBLIC AS TO THIS REQUEST FOR PLANNED UNIT DEVELOPMENT.
17. **SIGNATURE OF THE APPLICANT:** _____

THE APPLICANT HEREBY ACKNOWLEDGES THAT ALL PLANNING CONSULTANT FEES RELATING TO THIS APPLICATION SHALL BE DIRECTLY BILLABLE TO SAID APPLICANT.

SIGNATURE OF THE APPLICANT

P.U.D. REQUEST CHECKLIST

REQUIRED	PROVIDED	
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- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PROPOSED USE(S) OF THE PROPERTY. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PROPOSED BUILDING(S) TO BE CONSTRUCTED. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | PROOF OF SINGLE OWNERSHIP OR CONTROL OF DEVELOPMENT SITE. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | RESPONSE TO UNIFORMITY OF ANALYSIS. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A CERTIFIED BOUNDARY SURVEY WHICH INCLUDES A LEGAL DESCRIPTION AND A SCALED DRAWING, PREPARED BY A LICENSED LAND SURVEYOR. THE LEGAL DESCRIPTION OF ACREAGE PARCELS SHALL BE TIED TO A SECTION CORNER. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A LOCATION MAP INDICATING THE SUBJECT PROPERTY AND THE ZONING AND USES OF THE ABUTTING AND/OR ADJACENT PROPERTIES. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | STATEMENT BY THE APPLICANT PROVIDING JUSTIFICATION FOR THE USE OF A PLANNED UNIT DEVELOPMENT PER ARTICLE 35.30.00 (C) OF THE ZONING ORDINANCE. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | NARRATIVE PROVIDING A DETAILED DESCRIPTION OF THE PROPOSED PLANNED UNIT DEVELOPMENT. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | NINE (9) FOLDED COPIES OF A PROPOSED SITE PLAN PREPARED AND SEALED BY A MICHIGAN REGISTERED ARCHITECT, ENGINEER, OR LANDSCAPE ARCHITECT INDICATING THE INTENDED USES OF THE SUBJECT PROPERTY AND CONTAINING THE INFORMATION, STATISTICS, AND DRAWINGS INDICATED IN THE TROY ZONING ORDINANCE. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | EIGHT (8) COPIES OF THE ARCHITECTURAL ELEVATIONS, LANDSCAPE PLANS, LIGHTING PLANS, AND PEDESTRIAN PLAN. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TWELVE (12) COPIES OF AN ENVIRONMENTAL IMPACT STATEMENT WHEN REQUIRED BY THE PROVISIONS OF ARTICLE VII OF THE TROY ZONING ORDINANCE. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY (OR WAIVER BY THE CITY OF TROY PARKS & RECREATION DEPT.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A WETLANDS DETERMINATION. |
| <input type="checkbox"/> | <input type="checkbox"/> | NOTIFICATIONS TO THE MICHIGAN DEPARTMENT ENVIRONMENTAL QUALITY, FEDERAL AVIATION ADMINISTRATION, THE MICHIGAN AERONAUTICS COMMISSION AND SIMILAR AGENCIES WHICH MAY OR/MAY NOT HAVE JURISDICTION OVER THIS PROJECT. |

NOTICE TO APPLICANT

Public Hearing Notices regarding requests for Planned Unit Developments will be sent to property owners within 300 feet of the site involved in the request. The opinions of adjacent property owners are taken into consideration by the Planning Commission and the City Council in the course of their Public Hearings.

Applicants for P.U.D. Approval should provide information to adjacent property owners regarding their proposals, in advance of or in conjunction with the filing of the Application. The provision of such information will often serve to resolve concerns, and enable the Public Hearing process to proceed more efficiently.

December 30, 2002

TO: Gary Shripka, Assistant City Manager/Services
John Abraham, Traffic Engineer
Bill Huotari, Deputy City Engineer
Mark Miller, Planning Director
Doug Smith, Real Estate & Development Director
Mark Stimac, Director of Building/Zoning
Steve Vandette, City Engineer

FROM: John Szerlag, City Manager

SUBJECT: Uniformity of Analysis When Reviewing Proposed
Planned Unit Developments (PUDs)

Our PUD ordinance is saturated with criteria to justify and quantify when PUDs can be utilized. And now that we no longer have a dimensioned requirement for PUDs, we're going to be using this ordinance for proposed infill developments; at least until such time as we develop an infill ordinance. In any event, our objective is to remain fair and consistent in determining what factors should be examined to achieve a fair balance between community benefit and developer output. Thus while each proposed PUD should have comment on each criterion listed in the ordinance, it would be of benefit to Planning Commission, City Council and developer to have an overview of what is being proposed in terms of the following elements:

1) Environment

- ☐ What is being done to preserve significant natural features and open space areas?
- ☐ Is any area being designated as a conservation easement?
- ☐ Is any blight to be eradicated?

2) Traffic

- ☐ Identify traffic volumes of proposed development to what could be generated from maximum density under existing zoning classifications. Relate to peak and non-peak times.
- ☐ Analysis to also include comparison of traffic patterns and points of ingress/egress from proposed development to what could be developed under existing zoning.

3) Durability of Design and Use

- ☐ What architectural features, materials, and building elements are being proposed that exceed industry standards?. Also delineate obstacles developer had or will overcome in achieving this particular site development, and include any assemblage of adjacent parcels in your commentary.
- ☐ Comment on how landscaping on the proposed site compares to basic requirements.
- ☐ If you were to visit this site in 50 years, what do you think you'd see?
- ☐ How does proposal compare with general direction of the master land use plan?

4) Economics

- ☐ Determine if proposed PUD will be a catalyst to improve and/or support surrounding area.
- ☐ If a density incentive is being proposed, determine differential from maximum density under applicable zoning

5) Public Input

- ☐ As the first stages of a PUD is a blending of developer and staff input which is later calibrated by the Planning Commission and City Council, meetings will be held with surrounding property owners prior to the public hearing at the Planning Commission level. Staff members will attend the informational meeting along with the developer so that public input comments can be made as part of the analysis by staff to the Planning Commission, and City Council; also because staff will have had input in the PUD plan.

In order to adequately address the above issues, the developer will need to submit a site plan that comports with existing zoning. This submittal will be in tandem with a proposed PUD.

Before formalizing this process via administrative memorandum, please let me know if there are any other factors you, as well as individuals copied below, would like considered in this executive summary of PUDs.

JS/mr\2002\Procedure for Reviewing Proposed PUDs

c: City Council
Planning Commission
Lori Grigg Bluhm, City Attorney
Susan Lancaster, Assistant City Attorney

CITY OF TROY
PLANNED UNIT DEVELOPMENT APPROVAL PROCEDURES

35.00.00 PLANNED UNIT DEVELOPMENT (PUD)

35.10.00

INTENT:

The intent of the PUD Option is to permit flexibility in the design and use of residential and non-residential land that, through the implementation of an overall development plan, will:

- A. Encourage innovation and variety in design, layout, and types of land uses and structures;
- B. Ensure the preservation of significant natural features and open space areas;
- C. Achieve economy and efficiency in the use of land, natural resources, energy, and the providing of public services and facilities;
- D. Encourage a higher quality of development than can be achieved utilizing the requirements of the underlying zoning classifications;
- E. Encourage the assembly of properties and redevelopment of outdated structures and areas;
- F. Provide for enhanced housing, employment, recreation, and shopping opportunities for the citizens of Troy;
- G. Ensure compatibility of developments with the design and function of neighboring sites;
- H. Ensure development that is consistent with the direction of the Master Land Use Plan.

The provisions of this Article are not intended to be used as a device for avoiding the applicable zoning requirements. The use of the provisions of this Article to permit variations from other requirements of this Ordinance shall only be approved when such approval results in improvements to the public health, safety, and welfare in the area affected, in accordance with this Intent Statement.

The PUD shall not be utilized in situations where the same land use objectives can be accomplished by the application of conventional zoning provisions or standards.

The development permitted under this Article shall be considered as an optional means of development, and thus shall only be permitted when mutually agreeable to the developer and to the City Council.

(5-1-00)

35.20.00

DEFINITION

A "Planned Unit Development" is a development consisting of a combination of land uses wherein the specific development configuration and use allocation is based upon a comprehensive physical plan meeting the requirements of this Article. The predominant uses permitted within a Planned Unit Development shall be those consistent with the direction of the Master Land Use Plan. Other uses may, however, be permitted as a part of a PUD. Physical standards relating to matters such as building height and bulk, density, and setbacks are determined based upon the specific PUD plan presented, its internal design quality, and its compatibility with adjacent uses, rather than being based upon the specific standards contained in the underlying Zoning Districts or in those Districts within which the proposed uses otherwise occur. A Planned Unit Development plan, approved in accordance with the provisions of this Article, replaces the underlying Zoning Districts as the basis upon which the subject property is developed and its uses are controlled.

35.30.00

ELIGIBILITY:

In order to qualify for the Planned Unit Development Option, it must be demonstrated that the following conditions will be met:

- A. The proposed development site shall be under a single ownership or control, and be capable of being planned and developed as one integral unit.

(8-19-02)

- B. The proposed development site shall be limited in its location to one of the following areas:
1. The City Center Area, which is generally described as including the area lying between Crooks and Livernois Roads, extending north from the property on the south side of Kirts Boulevard to a point one-half mile north of Big Beaver Road, excluding developed single-family residential subdivisions.
 2. Parcels on which the City Council determines, after a recommendation from the Planning Commission, that the flexibility of the PUD regulations would achieve a substantially higher quality of development than could be achieved under a conventional zoning approach. Factors related to development quality shall include, but shall not be limited to: overall site and building design, building materials, preservation of significant natural features, the provision of a greater amount of open space and/or landscaped area, the provision of extensive pedestrian facilities and amenities, and the provision of facilities which enhance or replace those which would otherwise be provided by public entities (e.g. recreation, transportation, safety and security).
 3. Parcels on which the City Council determines, after a recommendation from the Planning Commission, that extreme economic obsolescence exists, and that it would be extremely difficult to achieve economically sound development under a conventional zoning approach.

(5-1-00)

- C. The applicant must show that a sufficient number of the following objectives, which would not be able to be accomplished without the use of the PUD, are met:
1. Provide development quality objectives such as those referred to in Section 35.30.00-B-2 above;
 2. Provide a mixture of land uses that would otherwise not be permitted, provided that other objectives of this Article are met and the resulting development would promote the public health, safety, and welfare;
 3. Provide a public improvement, or other facility used by the public, which could not otherwise be required, that would further the public health, safety and welfare, or protect existing or future uses from the impacts of the proposed uses.
 4. Alleviate traffic congestion;
 5. Provide for the appropriate redevelopment or re-use of sites that are occupied by obsolete uses;
 6. Provide a complementary variety of housing types that is in harmony with the adjacent uses;
 7. Promote the intent of the Master Land Use Plan.

35.40.00

GENERAL DEVELOPMENT STANDARDS:

Any land use authorized in this Zoning Ordinance may be included in a Planned Unit Development as a principal or accessory use, provided that:

- A. The predominant uses within a Planned Unit Development shall be consistent with the intent of the Master Land Use Plan. Other uses may be permitted by the City Council, after a recommendation from Planning Commission, when such are determined to be consistent with the intent of this Article.
- B. The applicant for approval of a Planned Unit Development shall demonstrate, to the Planning Commission and the City Council, that physical features of the proposed development, such as building height and bulk, setbacks, and development density are consistent or compatible with those of the adjacent properties.

- C. Open space and landscaped areas are intended to be a primary feature of Planned Unit Developments. To this end, such developments shall provide substantially more open space area than that required for typical developments within the underlying Zoning Districts (e.g. fifteen (15) percent of non-residential site, vs. ten (10) percent requirement per Section 39.70.04). Specific interpretation of this standard shall be the responsibility of the City Council, after a recommendation from the Planning Commission.

(5-1-00)

- D. Stormwater detention or retention shall be provided in open unfenced detention or retention basins, or in underground facilities. These basins shall be incorporated into the landscaping or open space plan for the site. Stormwater detention within parking lots shall not be permitted.
- E. Parking shall be provided in order to properly serve the total series of uses within a Planned Unit Development, based on the provisions of Section 40.21.01. The City Council, after receiving a recommendation from the Planning Commission, may permit the sharing of parking among the various uses within a Planned Unit Development, and thus a reduction in the total parking provided, subject to the following conditions:
1. A finding by the City Council, based on technical information provided by qualified land use, parking, or traffic consultants, that the consequent reduction in off-street parking will not impair the functioning of the developments served, or have a negative effect on traffic flow on and/or adjacent to the sites served.
 2. The execution of an Agreement between the developer benefiting from the shared parking and the City, setting forth the means by which additional parking, up to the minimum required by Section 40.21.01, will be provided, if and when such is determined to be necessary by the City.
- F. It is intended that Planned Unit Developments will be implemented as a single coordinated and cohesive development project. If it is determined that the scale and nature of the project warrant phased or multi-stage development, the predominant uses established on the site shall be consistent with the intent of the Master Land Use Plan.

35.50.00 SUBMITTAL REQUIREMENTS:

Submittal requirements for Planned Unit Developments shall, as a minimum, follow the requirements found in Section 03.30.00 for Special Use Approvals which occur in conjunction with Site Plan Approvals.

35.50.01 Environmental Impact Statement, according to the provisions of Article VII of this Chapter, shall be submitted as a part of a Planned Unit Development application. The Preliminary Environmental Impact Statement shall be submitted with the application for Preliminary Plan Approval, and the Final Environmental Statement shall be submitted with the application for Final Plan Approval.

35.50.02 In the event that an applicant would wish to propose a Planned Unit Development wherein the predominant use or uses would not be consistent with the Master Land Use Plan, the applicant shall request that the Planning Commission consider an amendment to that Plan. This request and the supporting documentation may be submitted in advance of or simultaneous with the request for Preliminary Plan Approval. Action on an amendment to the Master Land Use Plan shall occur at or before the time of Preliminary Plan Approval.

35.60.00 APPROVAL PROCESS:

The review and approval of Planned Unit Developments shall occur in two stages; Preliminary Plan Approval, and Final Plan Approval.

(5-1-00)

35.60.01 Preliminary Plan Approval

Preliminary Plans for Planned Unit Developments shall be submitted to the Planning Commission, for review and recommendation to the City Council. Before making a recommendation to the City Council, the Planning Commission shall hold a Public Hearing on the proposal. Following their Public Hearing, the Planning Commission shall make a recommendation to the City Council on the Preliminary Plan for the proposed Planned Unit Development. A Public Hearing shall then be set for the City Council, at which time they will consider the proposal, along with the recommendations of the Planning

Commission, the City staff, and other interested parties. The City Council shall then take action to approve, approve with conditions, or disapprove the Preliminary Planned Unit Development Plan. In the event of denial, the City Council shall set forth in their resolution the reasons for such action. The City Council's approval shall be effective for a period of one (1) year, during which time the petitioner is authorized to prepare and submit construction plans for site improvements, phasing plans, Planned Unit Development Agreements, and other documents necessary for Final Plan Approval.

35.60.02 Final Plan Approval

Final plans for Planned Unit Developments shall be submitted to the Planning Department for presentation to and review by the City Council, who shall have final authority for approval of such Final Plans. In conjunction with the application for Final Plan Approval, the applicant shall submit evidence of completion of the Final Site Plan Approval process in accordance with Section 03.40.00 of this Chapter. Following their review of the Final Plan, City Council shall take action to approve, approve with conditions, or disapprove the Final Planned Unit Development Plan. In the event of denial, the City Council shall set forth in their resolution the reasons for such action.

35.70.00 Standards for Approval of Planned Unit Developments

In considering applications for Planned Unit Developments, the Planning Commission and City Council shall make their determinations based upon the following standards:

35.70.01 The overall design and all proposed uses shall be consistent with and promote the Intent of the Planned Unit Development approach, as stated in Section 35.10.00, and the Eligibility Conditions as stated in Section 35.30.00.

35.70.02 The proposed Planned Unit Development shall be consistent with the intent of the Master Land Use Plan.

35.70.03 The proposed Planned Unit Development includes information which clearly sets forth specifications or information with respect to structure height, setbacks, density, parking, circulation, landscaping, views, and other design and layout features which exhibit due regard for the relationship of the development to the surrounding properties and uses thereon, as well the relationships between the various elements of the proposed Planned Unit Development. In determining whether this requirement has been met, consideration shall be given to the following:

- A. The bulk, placement, and materials of construction of the proposed structures and other site improvements.
- B. The location and screening of vehicular circulation and parking areas in relation to surrounding properties and the other elements of the development.
- C. The location and screening of outdoor storage, loading areas, outdoor activity or work areas, and mechanical equipment.
- D. The hours of operation of the proposed uses.
- E. The location, amount, type and intensity of landscaping, and other site amenities.

(5-1-00)

35.70.04 The proposed development shall not exceed the capacities of existing public facilities and available public services, including but not limited to; utilities, roads, police and fire protection services, recreation facilities and services, and educational services, unless the project proposal contains an acceptable plan for the provision of such necessary additional facilities and services.

35.70.05 The Planned Unit Development shall be designed to minimize the impact of traffic generated by the proposed development on the surrounding uses and area.

35.70.06 The Planned Unit Development shall include a sidewalk system to accommodate safe pedestrian circulation throughout the development, and along the perimeter of the site, without undue interference from vehicular traffic.

35.70.07 The proposed Planned Unit Development shall be in compliance with all applicable Federal, State, and local laws and ordinances.

35.80.00 PLANNED UNIT DEVELOPMENT AGREEMENT:

In conjunction with submittal to the Council of a request for Final Plan Approval for a Planned Unit Development, the applicant shall execute and submit one or more documents which shall serve as the Planned Unit Development Agreement. As a part of their Final Plan Approval action, the City Council shall authorize execution of this Agreement by the City. The PUD Agreement shall include, but shall not be limited to items such as the following:

1. A summary description of the nature and character of the proposed development, as to permitted uses and site improvements.
2. A statement of the conditions upon which Final Plan Approval by the City Council is based, with particular attention given to those conditions which are unique to the particular PUD Plan. These conditions can include matters such as, but not limited to, specific architectural standards, building elevations and materials, site lighting, pedestrian facilities, and landscaping.
3. A summary of the public improvements (streets, utilities, etc.) which are to be carried out in conjunction with the proposed development, along with financial guarantees, in a form acceptable to the City Manager, in order to ensure completion of those improvements.
4. A document ensuring the maintenance of any open space or common areas which will result from implementation of the PUD Plan (e.g. property owners association, conveyance to the City with maintenance deposit).

The Planned Unit Development Agreement shall be recorded in the office of the Oakland County Register of Deeds, referenced to the subject property.

(5-1-00)

35.90.00 Effect of Approval

Approval of a Planned Unit Development Plan shall constitute an amendment to the Zoning Ordinance. The area encompassed by a Planned Unit Development shall be depicted on the Zoning District Map, as a further notice of the unique nature of the development controls related to the property involved. Following Final Plan Approval for a Planned Unit Development, no use or development of the subject property may occur except that which is consistent with the approved Planned Unit Development Plan and Agreement.

35.95.00 Amendment or Abandonment of PUD Plan

35.95.01 Any proposed amendment of the Planned Unit Development Plan which alters the intent and conditions of Final Approval, shall be presented to and considered by the Planning Commission and the City Council at Public Hearings, following a procedure similar to that of Preliminary Plan Approval.

35.95.02 Planned Unit Development sites on which construction does not occur within a two (2) year period from the date of Final Plan Approval shall be considered abandoned, for the purposes of this Article. The applicant may request a twelve (12) month extension of Final Plan Approval, which will be considered and acted upon by the City Council following a Public Hearing. A written request for extension must be received by the City before the end of the two (2) year Final Plan Approval period.

Following any action to abandon the proposed Planned Unit Development, whether it be through failure to proceed or through formal notice of abandonment by the property owners or successors, the City Council shall take action to rescind their previous Final Plan Approval actions, and to invalidate any related Agreements. Evidence of such actions shall be recorded in the office of the Oakland County Register of Deeds, referenced to the subject property.

35.96.00 Appeals

The Board of Zoning Appeals shall have no authority in matters covered by this Article. Modifications to plans or proposals submitted under this Article shall be processed in accordance with the amendment procedures covered under Section 35.95.00.

35.97.00 Violations

Any violation of the approved PUD Final Plan or the PUD Agreement shall be considered a violation of the Zoning Ordinance, which shall be subject to the enforcement actions and penalties described in Section 02.50.00 of the Zoning Ordinance.

(5-1-00)

SUBMITTAL REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS SHALL, AS A MINIMUM, FOLLOW THE REQUIREMENTS FOUND IN SECTION 03.30.00 FOR SPECIAL USE APPROVALS WHICH OCCUR IN CONJUNCTION WITH SITE PLAN APPROVALS.

03.30.00 SPECIAL USE APPROVAL

03.31.00 PROCEDURE

- 03.31.01 A petitioner, seeking Special Use Approval for a proposed use of property located within the City of Troy, shall file an application for same at the Planning Department of the City of Troy, together with the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission.
- 03.31.02 The request for Special Use Approval shall be reviewed by the Planning Department which shall prepare a comprehensive report on the request for the Planning Commission.
- 03.31.03 A sign shall be placed on the subject property to inform the public that a request for Special Use Approval has been filed, and to indicate the location of information regarding the request.
- 03.31.04 The Planning Commission shall review the request for Special Use Approval, supplementary materials either in support or opposition thereto, as well as the Planning Department's report, at a Public Hearing established for that purpose, and shall either grant or deny the request, table action on the request, or grant the request subject to specific conditions. In those instances where the City Council has final authority for Special Use Approval, the Public Hearing shall be held by the City Council following receipt of a report and recommendation from the Planning Commission.
- 03.31.05 Before approving any requests for Special Use Approval, the Planning Commission, or the City Council where indicated, shall find that:
- (A) The land use or activity being proposed shall be of such location, size and character as to be compatible with the orderly development or use of adjacent land and/or Districts.
 - (B) The land use or activity under consideration is within the capacity limitations of the existing or proposed public services and facilities which serve its location.
- 03.31.06 The Planning Commission, and the City Council where indicated, in their review of the request for Special Use Approval may, at their discretion, impose greater yard or landscaping requirements than are called for within the Zoning Ordinance or impose other conditions it deems necessary when it is determined that such increases in standards or additional conditions are required to achieve or assure compatibility with adjacent uses and/or structures.
- 03.31.07 The Planning Commission's determinations, or those of the City Council where indicated, regarding the request for Special Use Approval shall be stated as a part of the Resolution of Approval or Denial and said statement, including any and all conditions imposed in addition to those stated in the Zoning Ordinance, shall be made a part of the Public Record.
- 03.31.08 Any Special Use Approval granted by the Planning Commission, or the City Council where indicated, must be activated within one (1) year of the date of Approval. If the use is activated within this period, the Approval shall continue in force so long as the particular use or activity continues to operate as approved on the approved site, unless otherwise specified in the Planning Commission or City Council Resolution of Approval. When a Use approved under the Special Use Approval procedure ceases to function or is abandoned for a period of (12) twelve months, the Special Use Approval shall lapse and shall no longer be in effect.
(Rev. 11-19-90)
- 03.31.09 Upon receipt of information that a Special Use is being conducted in violation of applicable ordinances or conditions, the Planning Commission may exercise its' discretion to terminate or modify the Special Use Approval, following a Public Hearing established in order to consider such action.

03.32.00 **APPLICATIONS**

03.32.01 Application forms for Special Use Approval for the specified uses of property within the City of Troy are obtainable at the Planning Department of the City of Troy.

03.33.00 **SUBMITTAL REQUIREMENTS**

03.33.01 A petition or request for Special Use Approval for specified uses of property within the City of Troy shall be submitted on forms published by the Planning Department and shall contain the following information:

- (1) The name, address and telephone of the person applying for Special Use Approval.
- (2) The name, address and telephone of the owner of the property.
- (3) The relationship between the applicant and the property owner.
- (4) The present zoning classification of the subject property.
- (5) The proposed use of the property.
- (6) A Certified Architectural Survey and a Certified Boundary Survey of the property, prepared and sealed by a Licensed Land Surveyor. The legal description and boundary survey drawings shall be provided on 8-1/2 x 14 pages attached to the application, suitable for recording in accordance with Act 132 of Public Acts of 1970. The legal description of acreage parcels and parcels from subdivisions platted prior to January 1, 1970 shall be tied to a recorded Section or Quarter-Section Corner. The Architectural Survey requirement may be waived by the Planning Director in instances where no new building construction is proposed, and a current Site Plan is available. (Rev. 11-19-90)
- (7) A location map (minimum scale of 1"=400') indicating the subject property and the zoning classifications and uses of abutting and adjacent properties, on 8-1/2 x 11 pages, shall be attached to the application.
- (8) Six copies of a site plan, drawn to a scale of not less than 1" = 20' (1" = 50' for parcels of three acres or more) wherein the following items shall be clearly labeled and dimensioned accurately:
 - (a) All lot and property lines.
 - (b) Existing structures on the site of the proposed use.
 - (c) Existing and future rights-of-way of adjacent streets, including center lines.
 - (d) Setbacks and required yards.
 - (e) Parking areas, access drives, and loading areas.
 - (f) Landscape and open space areas.
 - (g) Location of any existing driveways and streets within 100' of the subject property, including those across frontage streets.
- (9) Site plans submitted in conjunction with requests for Special Use Approval shall include the following calculations:
 - (a) Gross and net (after existing or planned rights-of-way) site area.
 - (b) Gross and net ("usable") building area.
 - (c) Required parking and statement of parking provided.
 - (d) Required landscaped area and statement of area provided.
- (10) A Tree Preservation Plan in accordance with the City of Troy Landscape Design and Tree Preservation Standards shall be attached to all applications for Special Use Approval which involve building construction, expansion, or site alterations. This requirement may be waived, by the Planning Director or by the Superintendent of Public Grounds, in those instances where the Architectural Survey and/or other written information provided by the applicant demonstrate that the nature of the site is such that a Tree Preservation Plan would not be applicable, or would serve no practical purpose.

03.33.02 In those instances where Site Plan Approval is required in conjunction with Special Use Approval (primarily in cases where new building construction or expansion is involved) the submittal requirements shall be increased to be the same as those prescribed by Section 03.43.00.

03.33.03 Failure to provide the information and materials required herein as a part of the application for Special Use Approval shall render the application deficient and said application shall be held in abeyance until all items required herein are submitted.

03.40.00 **SITE PLAN REVIEW/APPROVAL**

03.41.00 **PROCEDURE**

03.41.01 A petitioner seeking Site Plan Approval for proposed development and/or use of property within the City of Troy shall submit an application for same at the Planning Department of the City of Troy, together with

the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission.

- 03.41.02 The Planning Department shall review the application with respect to the submittal requirements contained herein. Any application which fails to provide the information and materials specified within this Section shall be held in abeyance until all deficiencies have been rectified.
- 03.41.03 Applications in conformity with the requirements of this Section shall be reviewed inter-departmentally and any revisions and/or corrections necessary shall be made by the petitioner prior to presentation to the Planning Commission for Preliminary Site Plan Approval.
- 03.41.04 The request for Preliminary Site Plan Approval shall be presented to the Planning Commission and after action by the Planning Commission, the petitioner shall obtain a copy of the Approved Preliminary Site Plan upon which shall be noted any requirements for modifications, additional information, or executed documents and/or agreements. Planning Commission Preliminary Site Plan Approval shall be effective for a period of one year. Within that one year period the petitioner shall submit a complete application for Final Site Plan Approval to the Planning Department in accordance with Section 03.41.07. (Rev. 11-19-90)
- 03.41.05 Landscape Plans, in conformity with the City's Landscape Design Standards, related to the required greenbelts, landscape and open space areas, shall be submitted to the Department of Parks and Recreation for review and approval, prior to the application for Final Site Plan Approval.
- 03.41.06 Building and Engineering plans, conforming to all applicable portions of the City Code and the City's Engineering Design Standards, shall be submitted to the Building and Engineering Departments for their review and approval.
- 03.41.07 The petitioner shall, after review of building and engineering plans by the Building and Engineering Departments and after review of landscape plans by the Department of Parks and Recreation, and before granting of any building permits, submit the site plan to the Planning Department for consideration and Final Site Plan Approval. This site plan submittal shall include those items indicated under Section 03.43.03 of this Article. It shall be the responsibility of the petitioner to secure all necessary approvals and authorizations related to the items covered under Section 03.43.03. (Rev. 11-19-90)
- 03.41.08 The Planning Department will review the submittal for Final Site Plan Approval to ascertain that all the requirements of Sections 03.41.07 and 03.43.03 have been complied with. Any submittal which fails to provide the modifications, information and/or documents required shall be deemed incomplete and held in abeyance until all deficiencies have been rectified.
- 03.41.09 In the event that the Site Plan has been substantially revised from that which received Preliminary Site Plan Approval, the Planning Department shall present the revised plan to the Planning Commission for their review and approval. The Planning Commission shall review the request for approval of the revised Site Plan, taking into account the configuration of the plan granted Preliminary Approval, and the implications of Building and Engineering Plan Review, along with any plan modifications proposed by the petitioner. The Planning Commission shall then, by resolution:
- (1) Grant the request for Approval of the Revised Site Plan, subject to any additional modifications it deems necessary to assure the proper development of the proposed site and its' compatibility with adjacent or abutting properties, or
 - (2) Deny the request for Approval of the Revised Site Plan indicating specific reasons for denial, or
 - (3) Table the request for Approval of the Revised Site Plan, indicating the reasons for tabling.
- 03.41.10 When the Planning Department determines that the Final Site Plan is consistent with that which received Preliminary Site Plan Approval, and thus that further Planning Commission action is not necessary, they shall then review the applicable portions of complete submittals in order to confirm that all necessary City Department approvals, authorizations or certifications have been received. These shall include certifications from Departments including, but not limited to, the Engineering, Right-Of-Way, and Fire Departments. The Planning Department shall then grant Final Site Plan Approval and shall notify the Director of Building and Zoning that building permits can be issued. (Rev. 11-19-90)
- 03.41.11 In those instances where Planning Commission review and approval of a revised site plan is necessary, and where modifications to the site plan are required by the Planning Commission, no building permits

shall be issued until five copies of the modified site plan have been submitted and have been approved by the Building and Engineering Departments. (Rev. 11-19-90)

03.41.12 Final Site Plan Approval shall be effective for a period of one year. (Rev. 11-19-90)

03.42.00 APPLICATIONS

Application forms for Site Plan Approval for proposed development and/or use of property within the City of Troy are obtainable at the Planning Department of the City of Troy.

03.43.00 SUBMITTAL REQUIREMENTS

03.43.01 A petition or request for Preliminary Site Plan Approval shall be submitted on forms published by the Planning Department and shall contain the following:

- (1) The name, address and telephone of the person applying for Preliminary Site Plan Approval.
- (2) The name, address and telephone of the owner of the property.
- (3) The relationship between the applicant and the property owner.
- (4) The present zoning classification of the subject property.
- (5) The proposed use of the property.
- (6) A Certified Architectural Survey and a Certified Boundary Survey of the property, prepared and sealed by a Licensed Land Surveyor. The legal description and boundary survey shall be provided on 8-1/2 x 14 pages attached to the application, suitable for recording in accordance with Act 132 of Public Acts of 1970. The legal description of acreage parcels and parcels from subdivisions platted prior to January 1, 1970 shall be tied to a recorded Section or Quarter-Section Corner. If the subject Section or Quarter-Section Corner is not recorded, it is the responsibility of the applicant to have the Corner recorded by a Licensed Surveyor by filing a "Land Corner Recordation Certificate" with the Oakland County Register of Deeds. A copy of the proposed "Land Corner Recordation Certificate" shall be attached to the Site Plan Approval application. (Rev. 11-19-90)
- (7) A location map (minimum scale of 1"=400') indicating the subject property and the zoning classifications and uses of abutting and adjacent properties, on 8-1/2 x 11 pages, shall be attached to the application.
- (8) Attached to this application shall be six (6) prints of the proposed site plan drawn to a scale of not less than 1"=20', (1" = 50' for parcels of 3 acres or more) wherein the following items shall be clearly labeled and dimensioned:
 - (a) All drawings are to have a title block which shall have the name of the project and date of plans including revision dates.
 - (b) All drawings are to have a north point and the scale of the drawing is to be indicated.
 - (c) All lot and property lines.
 - (d) Location of all proposed structures.
 - (e) Existing and future right-of-way of adjacent streets, including centerlines and Section Lines where applicable.
 - (f) Location of all sidewalks, on and adjacent to the site, as required by the Zoning Ordinance and the Sidewalk Ordinance.
 - (g) Deceleration and passing lanes as required by the City of Troy Transportation Engineer. (Rev. 5-17-93)
 - (h) Indication of the means by which storm water detention will be provided.
 - (i) Setbacks and required yards.
 - (j) Parking areas, access drives, loading and unloading areas, and trash receptacles.
 - (k) Greenbelts, landscape areas and other open space areas; and screening walls.
 - (l) The location of any existing driveways and streets within 100 feet of the subject property, including those across frontage streets.
 - (m) The location of existing cross access easements on abutting properties and the location of proposed cross access or joint drive easements on the subject property.
 - (n) Calculations for the following shall be included on the site plan:
 1. Gross and net (after rights-of-way) site area.
 2. Gross and net ("usable") building area.
 3. Required parking and statement of parking provided.
 4. Required landscape and open space area and statement of area provided.
 - (o) Site Plans for residential developments shall include the following additional information:
 1. Calculation of the dwelling unit density allowable and a statement of the number of dwelling units, by type, provided.
 2. Topography on site and 50 feet beyond, drawn at two (2) foot contour intervals, with existing drainage courses, flood plains, wetlands and tree stands indicated.

3. Two prints each of the typical floor plans and elevations of the proposed buildings, indicating building height.
- (9) An Environmental Impact Statement shall be attached as a part of the submittal when required in accordance with Article VII of the Zoning Ordinance.
- (10) A Tree Preservation Plan in accordance with the City of Troy Landscape Design and Tree Preservation Standards shall be attached to all applications for Site Plan Approval. This requirement may be waived, by the Planning Director or by the Superintendent of Public Grounds, in those instances where the Architectural Survey and/or other written information provided by the applicant demonstrate that the nature of the site is such that a Tree Preservation Plan would not be applicable, or would serve no practical purpose.

03.43.03

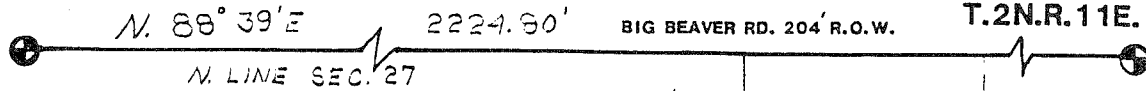
A petition or request for Final Site Plan Approval shall be submitted on forms published by the Planning Department and shall contain the following:

- (1) The modifications and/or additional information required by the Planning Commission at the time of Preliminary Site Plan Approval;
- (2) Any and all executed Easements, Agreements, or other documents required in conjunction with Preliminary Site Plan Approval, or required in conjunction with Building and Engineering Plan Reviews, including, but not limited to, the following:
 - (a) The dedication of rights-of-way,
 - (b) The conveyance of easements for public utilities, private access drives, cross access easements, joint driveway easements and pedestrian easements,
 - (c) "Private Agreements" for the installation of Public Improvements, by the petitioner.
 - (d) "Irrevocable Petition Agreements" for participation in potential Special Assessment Projects involving Road, Pedestrian and/or Public Utility improvements.
- (3) A current Title Commitment, indicating all parties in interest in the subject property.
- (4) A statement from the Superintendent of Public Grounds indicating that the Landscape Plans have been submitted, approved and the related fees have been paid.
- (5) Approved Engineering Site Plans, developed in accordance with the City's Engineering Design Standards, indicating the location of the major elements of:
 - (a) The water distribution system,
 - (b) The sanitary sewer system,
 - (c) The storm drainage system, including the location size and shape of required storm water detention basins or other detention facilities.
- (6) Site area and building area information and calculations to confirm that Zoning Ordinance requirements such as parking and landscape area are met. Final building floor area information shall include all floor levels including basement and mezzanine areas.
- (7) The location of Fire Lanes as recommended by the Fire Department.

Certificate Of Land Survey

N.W. COR.
SEC. 27
T.2N.R.11E.

N. 1/4 COR.
SEC. 27
T.2N.R.11E.

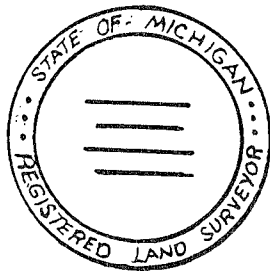


PROPERTY DESCRIPTION

Part of the N.W. 1/4 of Sec. 27, T. 2 N., R. 11 E., City of Troy, Oakland Co., Michigan is described as beginning at a point on the South line of 204 ft. wide Big Beaver Road, said point located N. 88°39' E. along the North line of said Sec. 27, a distance of 2224.80 ft. and S. 00°29' E. 75.0 ft. from the N.W. corner of said Sec. 27, thence continuing S. 00°29' E. 325.0 ft., thence N. 88°39' E. 95.0 ft., thence N. 00°29' W. 325.0 ft. to said South line, thence S. 88°39' W. along said South line 95.0 ft. to the point of beginning, containing 0.709 acres.

FOR NAME OF DEVELOPMENT

SAMPLE



SEAL



The error of closure is no greater than 1 in 5000, which is within the accuracy of survey as required in Act No. 288 of Public Acts of 1967. This survey complies with the requirements of Sec. 3, Public Act 132 of 1970.

sign

JOB NO. _____ SCALE _____

DATE _____ SURVEYED _____

COMPANY NAME OR LOGO





Troy Fire Department

500 West Big Beaver Road, Troy, Michigan 48084

Phone: 248-524-3419 Fax: 248-689-7520

SITE PLAN CONSIDERATIONS

To assist in the site plan approval process, the following information is offered for consideration prior to submittal. **Please complete this form and return it with the preliminary site plan application to the Troy Planning Department.** Questions regarding this form may be directed to the Fire Prevention Division.

- ☐ **WATER MAINS:** Water main(s) must be installed according to the City of Troy Development Standards including required size, length, and valve(s). Will new or existing water main(s) meet this requirement? **Yes / No**
- ☐ **HYDRANTS:** Fire hydrant(s) must be installed according to the City of Troy Development Standards including required flow, required spacing, and faced perpendicular to curb. Will new or existing hydrant(s) meet this requirement? **Yes / No**
- ☐ **FIRE LANES:** Fire lane(s), where required, shall be a minimum of 18 feet in width and have overhead clearance to a minimum of 14 feet in height. Approved signs must be installed to identify the fire lane and prohibit parking in the fire lane. Fire lanes must support the fire truck weight of 56,000 pounds. All turns in fire lanes must accommodate the fire truck minimum inside turning radius of 37 feet with a minimum outside turning radius of 52 feet. Are fire lane(s) intended for the proposed development? **Yes / No**
- ☐ **TEMPORARY ACCESS:** Approved temporary access road(s), meeting fire lane requirements, shall be provided and maintained during construction. Will temporary access roads be provided and maintained? **Yes / No**
- ☐ **ADDRESS:** An address, clearly visible from the public street, must be provided during and after construction. Will an address be provided and maintained? **Yes / No**
- ☐ **FIRE PROTECTION:** Installed fire protection systems offer increased life safety and property conservation as well as construction alternatives and potential insurance cost savings. Has consideration been given to installing automatic fire suppression?
Yes / No Will automatic fire protection be installed? **Yes / No / Unsure**

Name of Proposed Development: _____

Location of Proposed Development: _____

Applicant Name: _____

Completed by: _____

Telephone: _____ Fax: _____



Troy Fire Department

500 West Big Beaver Road, Troy, Michigan 48084
248-524-3419

FIRE LANES

Fire lanes are to be a minimum of 18 feet in width and a minimum of 14 feet in height.

Fire lane signs are to be installed and maintained in compliance with the criteria as set forth in the Michigan Manual of Uniform Traffic Control Devices.

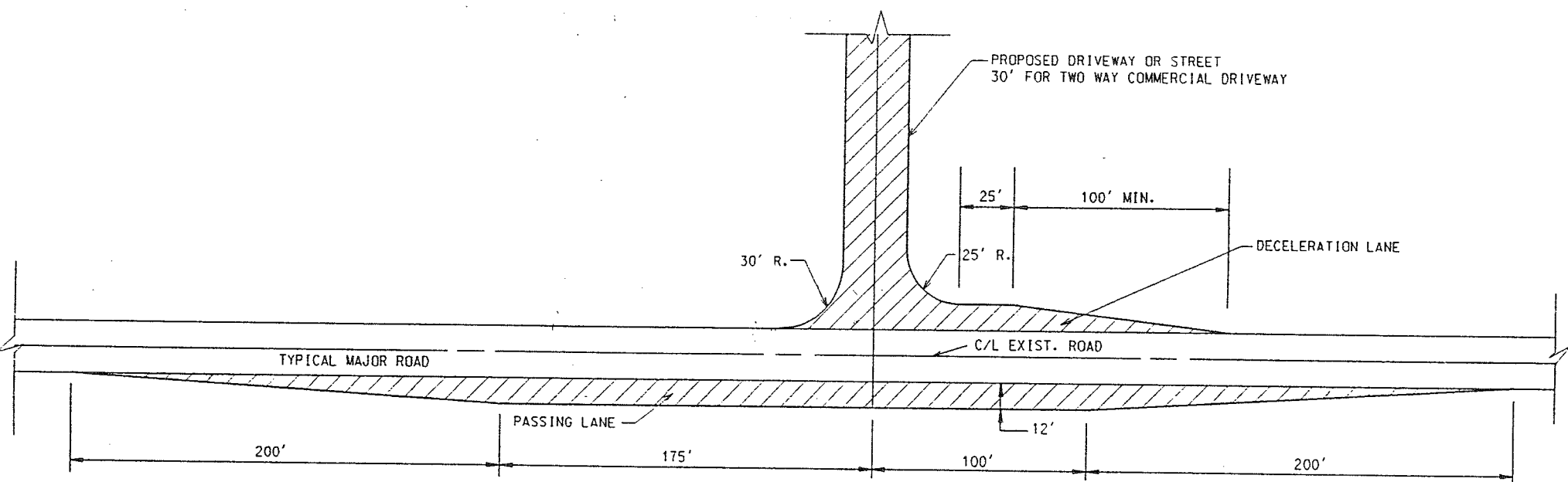
Some of the criteria as set forth in the Michigan Manual of Uniform Traffic Control Devices is as follows:

1. Signs shall be red lettering on white background and shall read, "NO STOPPING, STANDING, PARKING - FIRE LANE - TOW AWAY ZONE".
2. Signs shall be spaced no further than 100 feet apart.
3. Signs shall be installed at a right angle or 90° to curb.
4. Signs shall be seven (7) feet from the bottom of sign to grade.
5. Signs shall be double faced where the possibility exists for left wheel to curb parking.
6. Signs shall be 12 inches in width and 18 inches in height.

A copy of the site plan showing fire lane locations as prescribed by the Troy Fire Department shall be submitted to the Fire Prevention Division on 8 ½" x 11" paper for Traffic Safety Committee review and recommendation to City Council for ultimate approval.

Any questions concerning this matter may be directed to the Troy Fire Department.

Thank you in advance for your cooperation.



DECELERATION LANE AND PASSING LANE
GEOMETRIC CONFIGURATION
NO SCALE